



April 26, 2007

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: TAM Office Space, Agenda Item 11

Dear Commissioners:

Executive Summary

TAM staff have been working diligently over the last year and a half to determine options for office space. The TAM Board has been supportive of staff locating to a permanent office space in Central Marin County, particularly the San Rafael, Corte Madera, Larkspur areas, that is accessible by all modes including transit, bicycle, and pedestrian options,. This location best enables our Board members and widespread public and advocacy to attend meetings by utilizing all modes. It has also been a priority of the TAM Board to locate near good quality transit and bike/ped access.

In January 2006, staff located a site at 900 4th Street in San Rafael, but this site was abandoned when staff realized that it would cost over \$175,000 to move in as the owner would not agree to fund any of the required ADA improvements. TAM staff paused in its efforts to locate an office from late Spring through early Fall of 2006 while it awaited the hiring of a General Manager for the Marin County Transit District (MCTD), who would then work with TAM's Executive Director to finalize the selection of an office location. The vacancy was not filled, so in October 2006, TAM and MCTD staff renewed the search for space. The team centered on two options at the Corporate Center in San Rafael. The most cost-effective option was pursued over a period of four months, however this sub-lease option was ultimately rejected by the building owner in February 2007. Since that time, TAM staff have considered and toured a number of available properties in the central area of the County. In late February 2007, the Executive Director of SMART entered into a favorable discussion with TAM staff about the feasibility of cohabitating with TAM and MCTD. The economies of scale in sharing functions and equipment would be beneficial to each agency.

TAM staff are seeking concurrence from the TAM Board that the original locational preference remains a priority and that the total space need is reasonable.

Recommendation: a) The TAM Board concur that cohabitation of TAM, MCTD and SMART is acceptable; b) The location of the office in Central Marin County with quality transit and bike/ped access is a priority; c) TAM staffing levels associated with space needs are appropriate; d) Square footage needs of the three agencies combined is the appropriate target for a lease space (Note: the final square footage needed will be discussed at the TAM Board Meeting)